

How to Add Additional Users to MyTax Logon

After the First user has created their Logon and Logs-In

- The first User to create a Web logon Account and Logs-In for a Customer i.e., Employer and/or Service Bureau is called the “MASTER” user and everyone else is an “Account Manager”,
- The Master User must Log-in to MyTax first to grant all other users the ability to create their Web Logon.

Log in [https://mytax.illinois.gov/ /](https://mytax.illinois.gov/)

Quick Links (No login needed)

Start your IL-1040

Make an Individual Income Tax payment

Retrieve a return, application, or payment

Login to MyTax Illinois

Username [Forgot?](#)

Password [Forgot?](#)

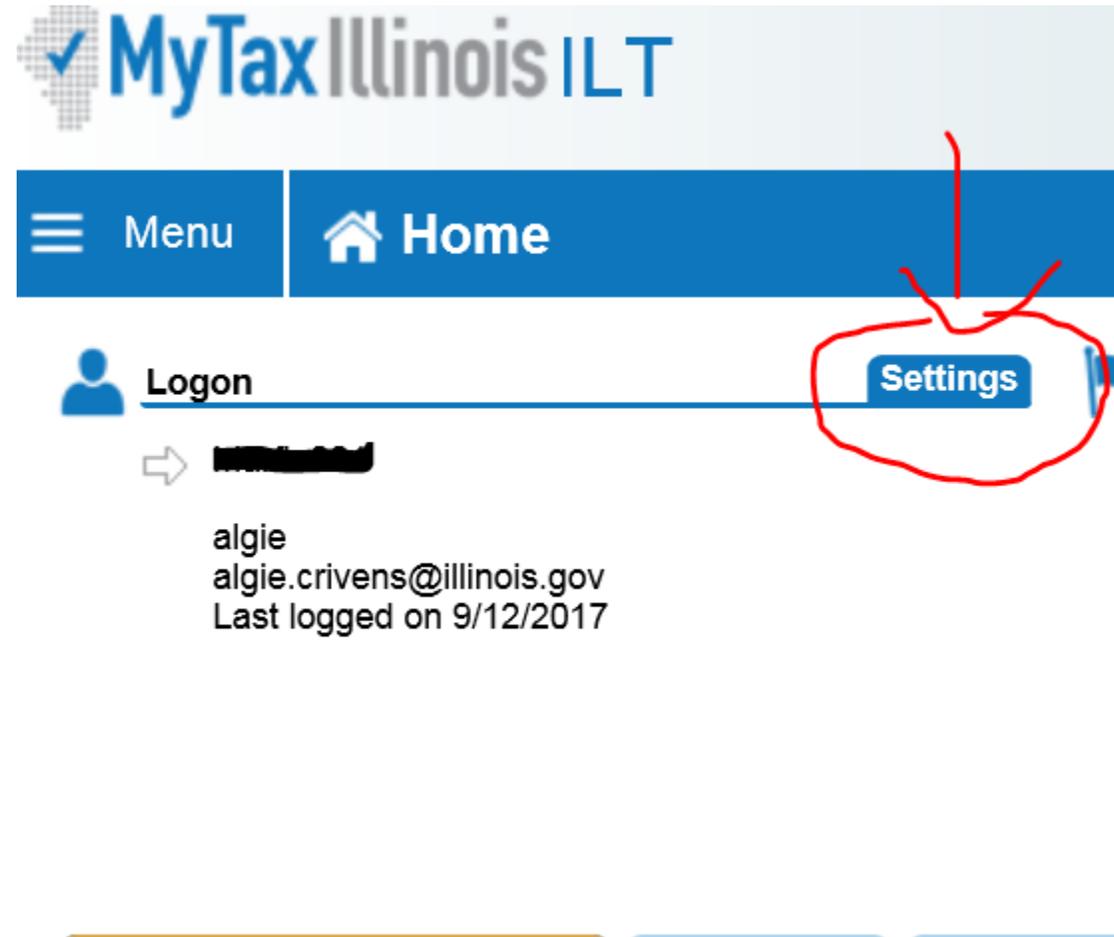
Not already signed up?

Sign up Now! **Log in**

[Authentication Guide for activating a MyTax Illinois account](#)

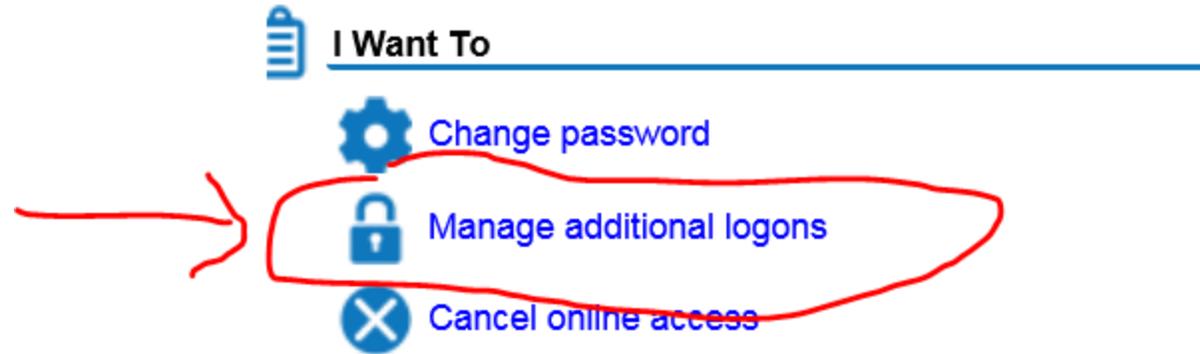
The image shows a screenshot of the MyTax Illinois website. The top section is titled "Quick Links (No login needed)" and contains three buttons: "Start your IL-1040", "Make an Individual Income Tax payment", and "Retrieve a return, application, or payment". Below this is the "Login to MyTax Illinois" section. It features two input fields: "Username" and "Password", both highlighted in light green. Red arrows point to the left side of these fields. To the right of each field is a blue "Forgot?" link. Below the input fields is a section for "Not already signed up?" with two buttons: "Sign up Now!" and "Log in". The "Log in" button is circled in red. At the bottom, there is a blue link: "Authentication Guide for activating a MyTax Illinois account".

Click Settings



The screenshot shows the MyTax Illinois ILT user interface. At the top left is the logo with a checkmark icon and the text "MyTax Illinois ILT". Below the logo is a blue navigation bar with a "Menu" button (represented by a hamburger icon) and a "Home" button (represented by a house icon). On the right side of the navigation bar, there is a "Settings" button, which is circled in red. Below the navigation bar, there is a "Logon" section with a user profile icon, a right-pointing arrow, and the text "algie", "algie.crivens@illinois.gov", and "Last logged on 9/12/2017".

Click Manage additional settings



Under New Logons click “NO” to change to “YES”



New Logons

These settings determine if other people can create new logons for you or your business and what level of access they are initially given. If not allowed, new logons will be prevented from registering.

Allow

Default access

No

Full Access



New Logons

These settings determine if other people can create new logons for you or your business and what level of access they are initially given. If not allowed, new logons will be prevented from registering.

Allow

Default access

Yes

Full Access

Now additional Users can create Logons by clicking “Sign-Up Now” [https://mytax.illinois.gov/ /#1](https://mytax.illinois.gov/#1) Employers choose FEIN and Service Bureau’s would chooses Service Bureau ID complete a information and submit. An activation code will be emailed.

Submit

Cancel

Please fill out all required fields below. When you are finished, click the **Submit** button on the top of the page to continue with activation.

 **NEW ACTIVATION**

Activation Summary

Select the taxpayer ID type you want to use to activate your MyTax Illinois account:

- FEIN
- SSN
- Sales Account Id
- License Number
- Service Bureau ID